



FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

**(PURSUANT TO REGULATIONS 25(7) & 46(2) (i) OF SEBI (LISTING OBLIGATION
AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 AND SCHEDULE IV OF
THE COMPANIES ACT, 2013**

FAMILIARIZATION PROGRAMMES CONDUCTED IN F.Y. 2025-2026 FOR INDEPENDENT DIRECTORS

OBJECTIVES:

Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 (“the Listing Regulations”) and Schedule IV of the Companies Act, 2013 requires a Company to familiarize its Independent Directors through various programmes about the Company, including the following:

- (a) Nature of the industry in which the listed entity operates;
- (b) Business model of the listed entity,
- (c) Key areas of business and performance of the Company;
- (d) Roles, rights, responsibilities of independent directors; and
- (e) Any other relevant information

Further to update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

1. On appointment, the concerned director is issued a letter of appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments.
2. Each newly appointed Independent Director is provided an insight into the Company’s business and requested to peruse the Company’s website providing host of information on business and financial fronts including required disclosures such as financial results, announcements, various policies of the Company etc.
3. A visit to the Company’s registered office/branch office, wherein the inductee is introduced to the various personnel. Further meetings with corporate functional heads are also arranged. Every Independent Director of the Company on their appointment is handed over with a copy of the policy dossier, inter-alia, containing;
 - (a) Code of Independent Directors;
 - (b) Code of conduct for Directors and Senior Management;
 - (c) Selection criteria for Independent Directors;
 - (d) Role of Non-Executive Directors;
 - (e) General terms of appointment of Directors;
 - (f) Duties of the Board;
 - (g) Scheduling & selecting agenda items for Board meetings;
 - (h) Code of conduct and business ethics;
 - (i) Policy on prohibition of insider trading.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

1. Board meetings are held, wherein the Directors are introduced to the Company's plans and initiatives on safety, quality, etc.
2. Meetings with Company's Executives are also arranged for a better understanding of the business and operations of the Company.
3. The presentations at Board meetings include updates on regulatory, business environment, risk Management, Company policies and other relevant issues. Quarterly Operations Report which includes information on business performance, operations, market share, financial parameters, working capital management senior management changes, litigations, compliances, fund-flows and subsidiary data is presented to the Board.
4. The Directors are encouraged to visit the Company's website which includes the relevant updates relating to the company.
5. The Independent Directors are made aware of their role and responsibilities and liabilities at the time of their appointment through a formal letter of appointment, which also stipulates their roles and responsibilities and various terms and conditions of their appointment.
6. Regular updates on relevant statutory and regulatory changes are regularly circulated to the Directors.

Further, Regulation 46(2)(i) of the Listing Regulations requires a Company to disseminate on its website the details of familiarization programmes imparted to Independent Directors including the following details: -

1. Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date),
2. Number of hours spent by Independent Directors in such programmes (during the year and on a cumulative basis till date), and
3. Other relevant details.

In terms of the above, the Company conducted the following familiarization programmes for its Independent Directors:

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS
(AS PER THE REGULATION 25(7) AND 46(2) (i) OF THE SEBI (LODR) REGULATION, 2015)**

S. N.	Particulars (Date Of Programmes)		Mrs. Abha Shastri	Mr. Raghendra Singh	Mrs. Prachi Mantri	Mrs. Meenaxi Patidar
1	07 th June, 2025	Whether Attended Y/N/NA/ AVC	Y	Y	Y	Y
	Duration : 01.00 Hour	Hours Spent	01:00 Hour	01:00 Hour	01:00 Hour	01:00 Hour
2	13 th August, 2025	Whether Attended Y/N/NA/ AVC	Y	Y	Y	N
	Duration : 01.00 Hour	Hours Spent	01:00 Hour	01:00 Hour	01:00 Hour	00:00 Hour
3	14 th November, 2025	Whether attended Y/N/NA/ AVC	Y	Y	Y	N
	Duration : 01.00 Hour	Hours Spent	01:00 Hour	01:00 Hour	01:00 Hour	00:00 Hour
	Total hours spent during the year 2025-26		03:00 Hours	03:00 Hours	03:00 Hours	01:00 Hour
	Cumulative Hours spent till date		07:00 Hours	09:00 Hours	07:00 Hours	03:00 Hour

In the above table the following signs denote the following:

Y-Present for the meeting in person

N-Absent for the meeting

AVC- Present for the meeting through Audio /Video Conferencing.

NA-Not applicable being not a director at the time of meeting /not applicable being not a member of the Committee at the time of meeting.